

INITIAL LICENSE – ONLINE APPLICATION CHECKLIST

- ☐ Before you apply, complete testing requirements and have scores sent to Vermont AOE
(See note to Experience Educators below)
- ☐ When you apply, have Official College Transcripts sent to AOE. Please wait to apply until you have recommendation for licensure on transcripts (evidence your Level I licensure portfolio was approved)
- ☐ Connect to <https://alis.edlicensing.vermont.gov/login.aspx>
- ☐ **Candidate** needs to click 'Never held an Educator License in Vermont?'
- ☐ Complete 'Initial User Registration'
- ☐ Click 'Apply for New License' in "What do you want to do?" menu
- ☐ Completed application
 - ☐ Preliminary Questions
 - ☐ Review and update information
 - ☐ Criminal Background Check information
 - ☐ Begin Criminal Background Check application
 - OR
 - ☐ Authorization to Release
 - ☐ Complete License request information
 - ☐ Complete Testing requirements
 - ☐ Complete Education Details
 - ☐ Complete Employment Details
 - ☐ Complete Disclosure form and explanation of 'Yes' responses as needed
 - ☐ Complete Oath
 - ☐ Complete Mandatory 'Good Standing' form
 - ☐ Complete Consent for Release of Registry Information
 - ☐ Upload Resume
 - ☐ Submit required fee \$50.00 non-refundable processing fee

Note to Experienced Educators: If you have taught 3 yrs. out of the last 7 years under a valid educator license in another state, and this is verified with a letter of employment from the school district you worked in, you will have the option to apply for a Level II Vermont license. This option waives the testing requirements.

Applications are reviewed in date order

Application processing takes 6 – 8 weeks to complete.

Application status: Will be available 30 days after applying.

Please note that Licensing Specialists cannot speed up the process of your application.

Licensing Specialists will email you using the preferred email on record to request additional information if needed.

Please check this email frequently.

Call center services are only available for applications over 30 days.

Pending applications will be closed after 90 days.